

**Approved Meeting Minutes
City of Cromwell, Carlton County, MN
Regular Council Meeting
October 24, 2012 7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on October 24, 2012 at 7:00 pm at the Cromwell Park Pavilion.

Present: Mayor: Samuel A Clark
Council Members: Warren Peters, Tom Borglund, Lisa Lund, Ray Lally

Absent:

Others Present: John Mattonen, Paul Lampi, Jeannie Weimer, Butch Levinski, Art Vigness, Lori Shelton, Lynn Swatek, Kelly Hill, Diane Bussiere

The meeting was called to order at 7:00 pm by Mayor Clark.

Minutes:

- **Motion by Ray Lally to approve prior regular and special meeting minutes, seconded by Tom Borglund. Motion carried unanimously.**

Additions to Agenda:

- Liquor Store repair list under Liquor Store
- Liquor Store comment box comment review under Liquor Store
- W-2 Issue under Clerk/Treasurer
- Zelazny property under Water and Sewer
- Lift station pump updates under Water and Sewer

Motion by Lisa Lund to approve additions to agenda, seconded by Ray Lally. Motion carried unanimously.

Public Agenda Items:

- Use of Pavilion was questioned and how free use is determined.
 - Policy is that free use requests must be presented to the council before the event. The council will consider the request and make a decision. The public would like this information posted on the city's website.
- Question was asked why the meeting minutes are not up to date on the city's website. Mayor Clark stated that they are up to date as of today. The public asked why the minutes couldn't be published, similar to the school's bus bulletin. Mayor Clark stated the minutes are available online and in the city office.
- Jeannie Weimer stated that youth needs to be a focus for the city.
- Bar concerns
 - Over serving
 - Incident report dated 10/20/12 was discussed, over-serving questioned. Incident was not reported until 10/24/12.
 - Incidents need to be reported daily.
 - The public questioned the removal of the comment box before the council meeting. Mayor Clark stated the comments were summarized for tonight's meeting and would be reviewed by the council. Individual comments are available for the council to review.
 - New off-sale cooler purchase was questioned. Main concerns expressed by the public were safety, energy efficiency, location, and amount of space it takes up.
 - The question was asked who makes the determination to stop serving a customer if they have had too much to drink. Mayor Clark and Paul Lampi stated that it is the job of the bartenders to make this call and that they need to be trusted to do this.

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Liquor Store:

- Entertainment for November: Saturday the 3rd- Dean Nyberg \$250 / Saturday the 10th- Leif Productions (DJ) \$200
 - Karaoke Halloween weekend- prizes will be given out, snacks available
 - Free pizza day on football Sunday idea discussed
- Pull tab totals: August- \$619.00
- September total sales \$47,340.56. September last yr. total \$50,550.97.
 - Beer pricing has gone up. Paul recommends we do not raise prices at this time. Revisit in upcoming months.
- Discussion for Carol Anderson to go to starting wage as her probationary period is over.
 - **Motion by Warren Peters to approve Carol Anderson to go to starting wage as determined by compensation structure, seconded by Ray Lally. Motion carried unanimously.**
- Review and approval of hiring of Jake Ramberg for part-time cleaning.
 - Discussion on part-time cleaning wage. **Motion by Sam Clark to change part-time cleaning position probationary wage to starting wage of \$8.00, seconded by Ray Lally. Motion carried unanimously.**
 - **Motion by Warren Peters to approve hiring of Jake Ramberg for part-time cleaning, seconded by Ray Lally. Motion carried unanimously.**
- Discussion on hiring of new part-time bartender.
- Outside smoking area discussed.
 - Fence options and pricing reviewed. Vinyl material would be preferred, no maintenance . **Motion by Ray Lally to approve purchase of fence for outdoor smoking area on East side of bar up to \$1,000.00, seconded by Warren Peters. Motion carried unanimously.**
 - Door to smoking area will need to be installed. Tyson Warner Construction quote of \$1,600 for labor to install existing door from City office was reviewed. **Motion by Ray Lally to approve Tyson Warner Construction's quote of \$1,600.00 for labor to install steel door in the bar, seconded by Warren Peters. Motion carried unanimously.**
- Review of current bar policies.
 - Discussion on current and potential topics for the policy. This will need to be revised and officially approved at future council meeting.
 - Promo ideas discussed
 - Paul was asked to try one free jukebox night and continue doing daily pay-outs for now. Will review and monitor how this goes over.
 - Tuesday night give away idea discussed, Paul will be implementing soon.
- Repair list submitted by Brent Vigness was reviewed.
 - Reviewed list and discussed priorities.
 - Hire local contractors and have Brent and Tom do some of the repairs.
- Comment box review and discussion. The Council took action on the following items:
 - Discussion if the bar should have a comment box or should the complaint form be utilized. Paul recommended using the complaint form as prior to this no one has ever requested a comment box. Determination was made to use the complaint form, not a comment box.
 - Discussion on replacing TV behind bar and moving existing TV into the back room.
 - **Motion by Tom Borglund to approve purchase of new TV for bar up to \$600.00, seconded by Ray Lally. Motion carried unanimously.**
 - Cooler discussion. Bar is in need of more off-sale space but cooler is not a popular solution.
 - **Motion by Tom Borglund to remove the new off-sale cooler from bar, seconded by Lisa Lund. Motion carried unanimously.**
- Incident report from bar dated 10/20/12 was reviewed and discussed. Potential issue of over-serving. Video from this night will be reviewed and Sam and Paul will discuss how to handle.

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- Discussion on purchase of calendars as a give-away promo item.
 - Paul talked them down to \$1.99 per calendar- total cost would be \$346.93 w/set-up.
 - **Motion by Ray Lally to purchase calendars at a price of \$1.99 per calendar, seconded by Tom Borglund. Motion carried unanimously.**
- Paul questioned the decision to not renew the MMBA Membership.
- Lack of communication between council and bar manager discussed. Lisa suggested that Paul attend the monthly council meetings to alleviate this problem.
- Discussion on verbal warning regarding enforcement of "No Drinks Outside the Bar" policy. Paul stated his disagreement with documentation of the warning and is requesting it be removed from his personnel file or he will sue the city. He feels it is illegal to keep a copy in his file as his copy is not signed by the City.

Water/Sewer/Maintenance:

- Review and discussion of Project Status Report – JPJ Engineering.
 - Reviewed draft letter requesting improvements to Hwy. 210.
 - Entrance sign to town delivered today and will be installed tomorrow.
- MRWA Program on Wastewater and Water System improvements. Discussed, decided not to attend as this falls on same day as next month's meeting.
- Water billing issues discussed. In the month of April, several accounts were not billed. City should send bills for this missed month.
- Property in town owned by Zelazny has not been billed for the correct amount of buildable lots. Discussed if the city should go back and send bill for incorrectly billed months or if we should correct the billing going forward to start billing for sewer and water for the two lots he has built on and one buildable lot fee.
 - **Motion by Ray Lally to bill correctly going forward and not bill for the incorrect months, seconded by Warren Peters. Four votes yea votes (Ray, Warren, Tom, and Lisa) and one vote nay (Sam Clark). Motion carried.**
- Lift station pump replacement claim has been approved by our insurance company. **Motion by Ray Lally to replace the two pumps, seconded by Tom Borglund. Motion carried unanimously.**

Parks and Rec / Pavilion:

- Pavilion calendar October through December was reviewed. Zumba cancelled til further notice.
- Zumba free use will be renegotiated and may start charging small fee for use.
- Request for free use of Pavilion for Erick Heikkila benefit Nov. 30th reviewed but not approved.
- Reviewed quote for keypad deadbolts from Hagen's Glass.
 - **Motion by Tom Borglund to approve Hagen's Glass quote for purchase of two keypad deadbolts for Pavilion and no charge to the party who lost the key, seconded by Ray Lally. Motion carried unanimously.**
- Muni to be exclusive alcohol provider of Pavilion events discussion, no decision was made.

General City / Housing / Highway:

- Reviewed donation request for Chilloween.
 - **Motion by Tom Borglund to donate \$100.00 for Chilloween, seconded by Ray Lally. Motion carried unanimously.**
- Yearbook ad request from school was reviewed. City has advertised the last few years. Discussion on what to advertise and the Pavilion was suggested.
 - **Motion by Ray Lally to approve ¼ page ad for \$85.00 in Cromwell-Wright school yearbook, seconded by Warren Peters. Motion carried unanimously.**
- Discussion on installation of radar signs. This work should be completed next week.

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Fire Department / Ambulance:

- Receipts list for September reviewed: \$564,827.61 (includes radio grant).
- Disbursements list for September reviewed: \$6,563.74.
- Discussion that the fire dept. should be seeking approval from council on spending.
- Savings account balance: \$27,078.52
- Review and approval of lighting bids for Fire Hall.
 - Council would like to see a quote for LED lights before making decision.
- Public hearing date regarding fire district. Discussed date of November 28th at 6:00pm, before the Council meeting, to save having a special meeting.
 - **Motion by Sam Clark to hold public hearing regarding Fire District on November 28th at 6:00pm, seconded by Lisa Lund. Motion carried unanimously.**
- FYI- Car burning scheduled for Monday November 5th at 6:00 pm at Pavilion.

Trustees Notes:

- Lisa:
 - Special meeting posting on our website says Council members need to receive a written notice no later than 24 hrs. before the meeting is to be held. Clerk to be responsible for this.
 - Permission cannot be given by anyone other than the current Mayor and Council regarding City ordinances. Specifically, shooting within city limits.
 - Send out mass mailing to all postal customers to remind everyone that there is no shooting/hunting in city limits.
- Ray: None
- Warren: None
- Tom: None

Clerk/Treasurer:

- Receipts List totaling \$623,264.55 was reviewed.
- Disbursements List totaling \$71,418.19 was reviewed.
- Claims List for Approval \$21,891.90 was reviewed.
 - **Motion by Lisa Lund to approve unpaid bills, seconded by Ray Lally. Motion carried unanimously.**
- Total bank account balances as of 9/30/12:
 - General account \$607,304.18 (includes radio grant money)
 - Liquor Store savings \$90,042.28
- Review and approval for Jenny Clark to go to starting wage as her probationary period will end on November 1st.
 - **Motion by Ray Lally to approve Jenny Clark going from probationary wage to starting wage, seconded by Warren Peters. Motion carried unanimously, with the exception of Sam Clark who abstained from the vote.**
- W-2 Issue from 2010 discussed. May need additional assistance to resolve.

Mayor's Notes:

- EDA board has appointed Sam as the new member to represent Cromwell area.

Adjourn: Motion by Ray Lally to adjourn, seconded by Tom Borglund. Meeting adjourned at 11:30 pm.

Respectfully submitted,

Jenny Clark
Clerk/Treasurer